OGS-850- f REV. 6/78

## DEPARTMENT OF GENERAL SERVICES Records Management Division

Supersedes Schedule 1091

SCHEDULE NO. 1472

PAGE of 1 NO.

## RECORDS RETENTION AND DISPOSAL SCHEDULE

Frostburg State University (Supersedes schedule 1091) Auxiliary Services & Conferences

(Supersedes schedule 1091)		DIVISION
Item No.	Description	Retention .
1.	General Correspondence Subject arrangement of original incoming, copies of outgoing letters, memoranda, reports, meeting minutes, directives, studies, policies and other miscellaneous papers relevant to this office.	Screen annually. Destroy material over two years old which has no further value. Materials which illustrate policy procedures and development of the department and university are to be transferred to the history file for permanent retention.
2.	Budget Reports and Purchasing Information Budget reports that are received monthly from the Budget Office and copies of purchase orders and information on equipment.	Retain for one year; then destroy.
3.	Conference Materials These files include registration forms and miscellaneous information concerning conference groups	Retain for two years; then destroy.
4.	Food Service Materials These are copies of invoices, memos, and miscellaneous information on food service operation.	Retain for three years or until audit requirements have been fulfilled, then destroy. Bid packet to be retained for life of contract (all bid packets)
	Copies of catering forms	Retain for two years, then destroy.
	If the University Archives should cease to operate then all permanent records shall be transferred to the Maryland State Archives.	

Schedule Approved by Department, Agency, or Division Representative

Astoleto J

Schedule Authorized by Hall of Records Commission

Lward C. Japanpu p 21 19937

Date

State Archivist

PS - 94:

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY				
WITH RECORDS RETENTION SCHEDULE (DGS 880-1)			PAGE / OF 4				
DEFARTMENT/AGENCY UNIVERSITY OF MARYLAND SYSTEM	2. DIVISION FROSTBURG	STATE UNIVERSITY	Auxiliary Service and Office of Conferences				
			AND USED AS A UNIT FOR				
4. RECORD SERIES TITLE General Correspondence			5. EARLIEST YEAR/LATEST YEARTO				
	THE SERIES.		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SEPIES;				
Subject arrangement of original incoming, copies of outgoing letters, memorande, reports, meeting minutes, directives, studies, policies and other miscellaneous papers relevant to this office.							
		• .					
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME				
LETTER SIZE D MICROFILM	E ALPHABETIC	:AL	FILE DRAWER(S)				
LEGAL SIZE COMPUTER TAPE	□ NUMERICAL		O MICROFILM REEL(S) COMPUTER TAPE(S)				
SOUND BOOK D FLOPPY DISK	□ CHRONOLOGICAL		NUMBER OTHER(SPECIFY)				
D AUDIO TAPE D VIDEO TAPE	□ GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION				
OTHER(SPECIFY)	OTHER(SPECIFY)		D FILE DRAWER(S)				
			D MICROFILM REEL(S)  RUMBER D COMPUTER TAPE(S)  D OTHER(SPECIFY)				
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER				
DAILY DWEEKLY	□ MONTHLY	NUMBER 0	MONTH(S) YEAR(S)				
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 133 Hitchins		14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  D YES D NO					
15. ACCESS RESTRICTIONS TYPES NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS  NONE - STATE - FEDERAL - INDEPENDENT					
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)  D YES NO		18. RECOMMENDED RETENTION  Screen annually, Destroy material over two years old which has no further value.  Materials which illustrate policy procedures and development of the department and university are to be transferred to the history file for permanent retention.					
				Gloria Eisel Secretary	20. TELEPHONE N 301-689-402		21. DATE September 29, 1992

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794 2. DIVISION FROSTBURG STATE UNIVERSITY		AGENCY RECORDS INVENTURY	
UNIVERSITY OF MARYLAND SYSTEM			Auxiliary Services & Office of Conferences	
	OF RELATED RECORD		AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Budget Reports and Purch	•		B. EARLIEST YEAR/LATEST YEARTO	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)  These are budgettreports received monthly from the Budget Office and copies of purchase orders and information on equipment.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME	
D LETTER SIZE D MICROFILM	ALPHABET IC	:AL	FILE DRAWER(S)	
LEGAL SIZE COMPUTER TAPE	D NUMERICAL		COMPUTER TAPE(S)	
OUND BOOK D FLOPPY DISK	D CHRONOLOGI		NUMBER DOTHER(SPECIFY)	
other(specify) ·	GEOGRAPHICAL OTHER(SPECIFY)		10. ANNUAL ACCUMULATION  FILE DRAWER(S)  MICROFILM REEL(S)  RUMBER COMPUTER TAPE(S)  COTHER(SPECIFY)	
11. FILE IS USED  DAILY WEEKLY	MONTHLY		S INACTIVE AFTER	
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) 133 Hitchins Building		14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (14 YES, SPECIFY AGENCY OR OFFICE)  YES D NO Budget Office		
15. ACCESS RESTRICTIONS O YES (IF YES, CITE LAW(S) & REGULAT	NO FION(B)	16. AUDIT REQUIREMENTS		
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY HA		18. RECOMMENDED RETENTION  Retain for one year, then destroy		
NAME AND TITLE OF PREPARER Gloria Eisel Secretary	20. TELEPHONE N 301-689-4		21. DATE September 29, 1992	

SEPARATE FORM FOR EACH NEW OR	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)			PAGE <u>3</u> OF <u>4</u>
I FARTMENT/AGENCY UNIVERSITY OF MARYLAND SYSTEM	2. DIVISION FROSTBURG S	TATE UNIVERSITY	Auxiliary Services & Office of Conferences
	F RELATED RECORDS		AND USED AS A UNIT FOR
4. RECORD SERIES TITLE  Conference Materials			5. EARLIEST YEAR/LATEST YEARTO
v. ALCOND SERIED DESCRIPTION (	THE SERIES.		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SEPIES)
Files include registrati	on forms and mis	cellaneous infor	rmation concerning conference
			·
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	.≫VOLUME
LETTER SIZE D MICROFILM	ALPHARETIC	AL	// FILE DRAWER(S)
LEGAL SIZE COMPUTER TAPE	D NUMERICAL	Į.	COMPUTER TAPE(S)
OUND BOOK D FLOPPY DISK	CHRONOLOGI	CAL	NUMBER D OTHER(SPECIFY)
AUDIO TAPE D VIDEO TAPE	□ GEOGRAPHIC	'AL	10. ANNUAL ACRUMULATION
OTHER(SPECIFY)	OTHER(SPECIFY)		FILE DRAWER(S)  MICROFILM REEL(S)  NUMBER COMPUTER TAPE(S)
11. FILE JS USED		12. FILE PECONE	S INACTIVE AFTER
DAILY WEEKLY	□ MONTHLY	1 4	MONTH(S) TYEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) 133 Hitchins Building		14. IS RECORD S	ERIES DUPLICATED ELSEWHERE!
15. ACCESS RESTRICTIONS DYES	NO ION(B)	16. AUDIT REQUI	REMENTS  ATE D FEDERAL D INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF		18. RECOMMENDE	D RETENTION OF THE CARLENDED
TYES D NO	المن المنافعة المجادر المن	Retain for	two years, then destroy
NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE
Gloria Eisel 301-689-40		)20	September 29, 1992

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR RE/ISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEFARTMENT OF GEI RECORDS MANAGEMI 7278 WATER P.O. BO	ENT DIVISION LOO ROAD	AGENCY RECORDS INVENTORY
(DGS 350-1)	JESSUP, MARY	LAND 20794	
PARTMENT/AGENCY UNIVERSITY OF MARYLAND SYSTEM	2. DIVISION FROSTBURG S	STATE UNIVERSITY	Auxiliary Services 3. UNIT & Office of Conferences
	of related record E as well as rete		AND USED AS A UNIT FOR
4. RECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR
Food Service Materials			то
6. RECORD SERIES DESCRIPTION ( "IN	EFLY DESCRIBE THE THE SERIES.	TYPES OF INFORMATION INCLUDE THE PUI	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES;
These are copies of inv	oices, memos, and	d miscellaneous	information on food
service operation.			
Cöpies of Catering form	s.		·
7. RECORD SERIES FORMAT(S)	. RECORD SERIES	SECUENCE S	9. VOLUME
LETTER SIZE D MICROFILM	9 ALPHABETIC	·	FILE DRAWER(S)
LEGAL SIZE COMPUTER TAPE	$\mathcal{O}_{\underline{}}$	-	Ø □ MICROFILM REEL(S)
	□ NUMERICAL		OTHER (SPECIFY)
DUND BOOK DELOPPY DISK	CHRONOLOGI		- OTHER(SPECIFI)
AUDIO TAPE UVIDEO TAPE	□ GEOGRAPHIC	:AL	10. ANNUAL ACCUMULATION
OTHER(SPECIFY)	O OTHER(SPEC	IFY)	FILE DRAWER(S)
·			MICROFILM REEL(S)
			OTHER(SPECIFY)
11. FILE IS USED			S INACTIVE AFTER
DAILY WEEKLY	□ MONTHLY	NUMBER	MONTH(S) YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) 133 Hitchins Building		(IF YES, SP	ERIES DUPLICATED ELSEWHERE?  ECIFY AGENCY OR OFFICE)  INVOICES - FORT SCRUICE CONTractor  Cotering: """
	NO	16. AUDIT REQUIREMENTS .	
(IF YES, CITE LAW(S) & REGULAT	10N(s)	O NONE O STATE O FEDERAL O INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  O YES O NO		Retain for three years or until audit requirements have been fulfilled, then destroy. Bid packets (from all bidders) to be retained for life of contract, then destroyed. Catering forms to be retained for two years, then destroy.	
Gloria Eisel 301-689-40		020	September 29, 1992
	L		